



**YOUTH COMMUNITY CORRECTIONS BUREAU  
STANDARD OPERATING PROCEDURES**

Procedure No.: YCC 60-2	Subject: <b>FIELD INVESTIGATION REQUEST</b>
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Applicable ACA Standards: 2-7129, 2-7175, 2-7176, 2-7177, 2-7178, 2-7179, 2-7180	Revision Date: 03/2003, 09-15-04, 01-09-06, 11-23-07, 08-17-09
Signature: /s/ Karen Duncan	Effective Date: 12-31-02
Signature: /s/ Steve Gibson	

**I. BUREAU DIRECTIVE:**

Youth Community Corrections (YCC) Bureau employees will follow established procedures for the parole of youth from Secure Youth Correctional Facilities. These procedures promote a cooperative working relationship between the Youth Correctional Facility Caseworker/Case Manager and the Juvenile Parole Officer (JPO) that will best serve the needs of the youth, community, and the victim. This procedure will be reviewed annually and updated as needed.

**II. DEFINITIONS:**

**Field Investigation** - an investigation conducted by a Juvenile Parole Officer or Transition Centers Director to determine the appropriateness of a placement for a youth.

**Juvenile Parole Agreement** - a document outlining conditions of parole and signed by a youth prior to release from a correctional facility or secure-care facility contracted with the State of Montana.

**Re-entry Candidate** – a youth not discharged directly from the facility and to be supervised by juvenile parole.

**Release (Parole)** - the correction status change of a youth moving from any Department mandated facility/contractor to a less restrictive placement at which time supervision is assumed by the Youth Community Corrections Bureau. It does not mean release from one correctional facility to reside in another correctional facility.

**Youth** - an individual aged 10 through 17 who has been court-ordered to the Department of Corrections for placement into a secure care facility.

**Youth Correctional Facility** - the Pine Hills Youth Correctional Facility, Riverside Youth Correctional Facility, or any other contracted Secure Youth Correctional Facility.

**III. PROCEDURES:**

**A. STEPS**

**RESPONSIBILITY:**

1. Facility Caseworker/Case Manager, in

Facility Caseworker/Case

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cooperation and consultation with the JPO, sends a [Field Investigation Request \[YCC 60-2\(A\)\]](#), usually within 30 days of youth being admitted to facility, to the JPO with recommendation for the most appropriate placement and optional placement. Be sure to indicate if youth is a Re-entry Candidate. In the case of working with a sex offender a Field Investigation Request is sent within 30 days of admittance indicating "TOO SOON TO DETERMINE". Another Field Investigation Request must be sent to the Juvenile Parole Officer six months prior to the youth's expected parole date. This may be accomplished via automation.

Manager

2. Complete a field investigation into the proposed placement options within 30 days from receipt of request. A home visit must be conducted with this investigation on all new commits, regardless of the placement recommendation. The home investigation must be documented in the chronologicals and rationale for denying or approving the placement included on the Field Investigation Request.

JPO

- a. Field investigation must include contacts with:
  - i. Juvenile Probation,
  - ii. the youth's family,
  - iii. law enforcement, and/or
  - iv. the proposed placement.
- b. Other contacts may include:
  - i. school personnel,
  - ii. employers, and
  - iii. other persons or agencies that may provide services to the youth.
- c. Additional contacts may be with:
  - i. the Youth Court Judge;
  - ii. the county attorney and;
  - iii. victims-when court ordered or when victims request notification or whenever there is a release of a youth, which may warrant their

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attention, i.e. youth with a history of sexual offenses, arson, or other violent crimes.

- d. Ensure that court order conditions are met prior to approving placement by reading court order. If court ordered, ensure that youth is aware of registration requirements for sex offenses and/or violent offenses ([YCC 60-6 Sexual & Violent Offender Registration](#)). The file should be reviewed for completeness.

- 3. If the requested family placement is not recommended, complete investigation of the optional alternative placement within the 30-day requirement. JPO

**B. Recommended Placement**

If either placement recommended, the [Youth Parole Agreement \[YCC 60-3 \(A\)\]](#) will be completed, attached and returned with the Field Investigation Request form to the facility. JPO

In cases where the youth has been referred to a Transition Center, the correctional facility will forward a copy of the Field Investigation Request to the JPO and the Transition Centers. The Transition Centers will notify the JPO of the decision to accept or deny the placement by using the Field Investigation Request Form. If accepted, the parole officer will complete a Field Investigation Report and send to the YCC Bureau Chief. YCC Bureau Chief will forward Field Investigation Report to Facility Superintendent. Upon approval by YCC Bureau Chief and Superintendent, complete the parole agreement and forward it to the respective facility once notification has been received. Transition Centers Director JPO YCC Bureau Chief Facility Superintendent

**C. Recommended Placement with Stipulations**

- 1. In cases where youth has been accepted into the Guide Home Program, JPO will investigate Guide JPO

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Home Parents when identified.

2. In “Reason for Decision” section of Field Investigation Request, the Juvenile Parole Officer will detail stipulations or modifications required for placement.
3. In “Reason for Decision” section of Field Investigation Request, also include plan for release of youth remaining in correctional facility one month or less prior to discharge. Whenever possible, facilitate youth’s release for parole supervision prior to discharge.
  - a. Youth not to be considered:
    - i. sex offenders who haven’t completed treatment;
    - ii. youth convicted as adults.
  - b. Cases requiring further scrutiny:
    - i. extended jurisdiction;
    - ii. youth considered dangerous to community safety at the time of stipulated release;
    - iii. youth with victim notification requirements.

**D. Disapproved Placement**

1. If all proposed placements are disapproved, a [Field Investigation Report \[YCC 60-2\(B\)\]](#), must be completed and submitted to the Youth Community Corrections Bureau Chief. JPO
2. Review and sign Field Investigation Report. Both the Field Investigation Request and Report form will be sent to the facility, Juvenile Parole Officer and Juvenile Probation Officer. YCC Bureau Chief or Designee
3. When the Field Investigation Request placements are disapproved, a case plan will be developed jointly with the facility. The facility Caseworker/Case Manager and JPO will determine what application materials and other arrangements are needed to place the youth in an JPO  
Facility Caseworker/Case Manager

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alternative placement and complete the materials or make the arrangements.

4. Any disagreements between releasing authority and Youth Community Corrections Bureau Chief shall be referred through the chain of command. Division Administrator

**IV. CLOSING:**

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

**V. REFERENCES:**

[41-5-1513, MCA](#)                      [Disposition - Delinquent Youth - Restrictions](#)  
[41-5-1523, MCA](#)                      [Commitment to Department - Supervision](#)  
[52-5-126, MCA](#)                      [Youth Parole Agreement](#)  
[YCC 4.6.6](#)                              [Furlough/Release/Discharge - Youth](#)

**VI. ATTACHMENTS:**

[YCC 60-2 \(A\) Field Investigation Request](#)  
[YCC 60-2 \(B\) Field Investigation Report](#)